



GUIDELINES FOR SUBMITTAL OF CONTINUING EDUCATION COURSE APPROVAL APPLICATIONS

Thank you for applying to be a continuing education course provider with the California State Board of Optometry (Board). Below are guidelines for applying for continuing education course approval with the Board's Practice and Education Committee (PEC). The PEC meets regularly to approve all applications, and pursuant to the [California Code of Regulations \(CCR\) §1536\(f\)](#), applications must be submitted 45 days before the date of the course. If you have any questions, please contact us at 916-575-7165 or Kristina.eklund@dca.ca.gov

Before applying, please review the regulations pertaining to continuing education: [Title 16, California Code of Regulations §1536](#)

Application:

The application must be completed in its entirety and included with this packet. It is also available on the Board's website.

Please read the application carefully and follow all instructions. The law requires CE courses to be open to all California licensed optometrists (within your seating and logistical limitations). On the application where it asks for the presentation date, please include the start and end time of the event or include that information in an agenda.

Provider:

The provider, who may be different from the lecturer/instructor, is the person who submits the material for consideration by the Board. Please list the provider's name, mailing address, and email in the contact field.

Hours and Type of Course:

Please include the number of hours being requested and the type of course (i.e. glaucoma, ocular disease, practice management etc.) on the application page itself. One hour of CE credit cannot be less than 50 minutes of lecture time.

Please note: if the course you are applying for is already Council on Optometric Practitioner Education (COPE) approved, it is not necessary to apply for Board approval.

Fee Requirement:

The \$50.00 course fee required is per course. Even if you have multiple topics during an event that are not directly tied together, each one is considered a separate course and requires an application, application fee, and the required supporting documents. If you have multiple topics which you believe are directly tied together, and in your opinion constitute one course, then you must include a written explanation as to how the topics are all directly related.

Processing Time:

Pursuant to CCR §1536(f), applications must be submitted 45 days before the date of the course. Please allow sufficient lead time for processing and decision by the PEC before the course start date. However, if your application will be received by the Board sooner than 45 days before the event, you must include (on your letterhead or Word doc) a written explanation as to why your application was submitted late and how you will prevent this from occurring in the future.

You may receive a retroactive approval and you may tell your attendees that approval is pending; however, you may not provide certificates until the course is approved with an approval number. All certificates must contain the approval number and may NOT state: "approval pending."

Supporting Documentation:

For determination of whether a program is likely to contribute to the advancement of professional skill and knowledge in the practice of optometry, the PEC requests the following documentation for every topic within an event:

- Summary – A narrative or synopsis of the lecture with at least one paragraph of detail
- Outline – this should include the breakdown of titles and any subtitles.
- Presentation material – all presentation material is required and this is a mandatory item. If you have slides, please email all of them. Everything that you will provide to your attendees via visual or paper form is presentation material. If (in rare instances) you do not have presentation material, submit in writing a statement of such and a thorough explanation of why you do not have any material. Also, include a detailed outline of what you intend to discuss.
- CV – provided for every lecturer/instructor per course topic

Curriculum Vitae (CV):

For determination that the instructors, lecturers, and others participating in the presentation are recognized as being qualified in their field, it is required that a CV be submitted with every application, for every instructor/lecturer in an event. Even if the Board has received a CV prior for a previous application, a CV must be included in the new submittal because this is a continually changing/updating record.

Do not submit separate applications for each speaker unless the course title has changed with each speaker. Multiple applications are submitted by course topics, not by instructor. For multiple speakers of the same topic, include an instructor list complete with their names and license numbers.

Preparing the application packet for submittal:

The order of the documents should be as follows:

1. Continuing Education Course Provider Application with topic title in the "Course Title" field (mandatory)

2. The number of hours requested and category of course from these categories: glaucoma, practice management, ocular disease, general optometry. (mandatory)
3. Agenda (optional)
4. Advertisement (optional)
5. Summary of course title - at least one paragraph (mandatory)
6. Outline of course title (mandatory)
7. Presentation material of course title (mandatory)
8. CV for the instructor of course title (mandatory)

Please be conscientious about submitting the documents in the described order. Preparation of application packets is the responsibility of the provider and not of Board staff. Additionally, it makes the process more efficient if Board staff does not have to try to figure out which documents, presentation materials, ext. go with which application.

Staff requests that applications with supporting documents be submitted electronically via email in the order explained above. Originals are requested; scanned paper copies do not produce high-quality images. Since there may not be evidence of payment with electronic submittals, you may be asked to provide proof of payment via a copy of the canceled check. This document will not become part of the application file reviewed by the Committee and will remain confidential.

Certificates of Completion:

Certificates of completion may not be distributed to attendees without the course approval number supplied on the certificate itself. Certificates also need to include the course title, course date, and the number of hours of credit.